

The background of the slide features a dynamic, abstract design composed of several overlapping, wavy bands of color. The colors transition from dark navy blue on the left to bright lime green on the right. A single, thin, dark grey line forms a winding path that starts in the lower-left quadrant and curves upwards and to the right, ending near a small, stylized figure. The figure is a minimalist representation of a person, with a white torso, dark grey pants, and a dark grey hair tuft. It appears to be walking towards the top right of the frame.

Sage AR Automation Webinar

25th February 2025

Sage

Agenda

- Features
- Enhancements
- Legacy to React migration

Features

- Enhanced onboarding process for Fortispay Payment Merchant
- Global set up for Merchant and Webhook

Enhanced onboarding process for Fortispay Payment Merchant

This feature enables the users to add merchant accounts for Fortispay through better onboarding process. During onboarding, users must provide domain, username, and password, while all other account related credentials will be automatically imported from Fortispay into SARA application.

Functional Flow

- Navigate to company page.
- Click on target company.
- Add merchant account setup by selecting “Fortispay Onboarding” option in dropdown.
- Click on “Sage Network Platform Onboarding” button.
- Provide Domain, Username and Password of your Fortispay account.
- Save the merchant account setup.

The screenshot shows the Sage Network Platform Onboarding interface. On the left, there is a vertical list of fields: Merch Acct ID, Merch Acct Desc, Company ID, Curr ID, Max Payment Amt, Active, Cust Class ID, Country Code, and Interface. The 'Interface' field is set to 'FortispayOnboard'. On the right, there is a purple header 'Sage Network Platform Onboarding' followed by two checkboxes: 'Check Duplicate Payments' and 'Is Surcharge Applicable'. At the bottom, there are two input fields: 'Interface URL EFT/Credit' with the value 'https://api.sandbox.zeamsite' and 'Interface URL EFT Only' with the value 'v2'.

The screenshot shows a modal dialog for OAuth authorization. It displays a message from 'Lockstep (Sage AR)' asking for permission to access the user's Fortis Account. It also states that the user's login credentials will be used to authorize the application. There are three input fields: 'Domain', 'Username', and 'Password'. At the bottom right is a blue 'Authorize' button.

Global Set Up For Merchant Account and Webhook

This feature allows users to add merchant accounts and webhooks at the global level, making them available across all companies listed on the company page.

However, if a merchant account or webhook is configured at the company level, the company-specific settings will take precedence, and the global settings will be ignored.

Functional Flow

- Click “Edit Global Merchants/Webhook” button.
- Add merchant account setup and webhook.

The screenshot displays the Sage 300 Global Set Up interface with three main tabs:

- Global Merchant Account Setup:** Shows a table with columns: Merch Acct ID, Merch Acct Desc, Company ID, Curr ID, Max Payment Amt, Active, Cust Class ID, Country Code, and Interface. A row for "GlobalMerchantAccount" is highlighted with a green box.
- Webhooks:** Shows a table with columns: Webhook Type, Payment Type, Webhook URL, Bulk Webhook URL, Access Credential, Security Credentials, and Currency ID. A dropdown for "Webhook Type" is set to "Payment".
- Company Page:** Shows a table with columns: Company ID, Display Compan, Company Name, Home Curr ID, Default User, Use Remit To, RemitToAddrNar, RemitToAddrLin, RemitToAddrLin, RemitToAddrLin, and RemitToAddrLin. A button labeled "Edit Global Merchants/Webhook" is highlighted with a green box.

Page navigation and search controls are visible at the bottom of each section.

Enhancements

Surcharge Transactions Enhancements

- The status of surcharge transactions has been enhanced and aligned with the actions taken for invoice payments
 - Status of surcharge record in Interpayments portal will get updated as cancelled when user changes payment method from CC to ACH
 - Status of surcharge record in Interpayments will get updated as cancelled when user de-selects invoice before making payment on payment popup.
- Surcharge Percentage will be displayed for payments
- Surcharge is calculated based on the latest payment amounts entered

Payment Method Enhancement

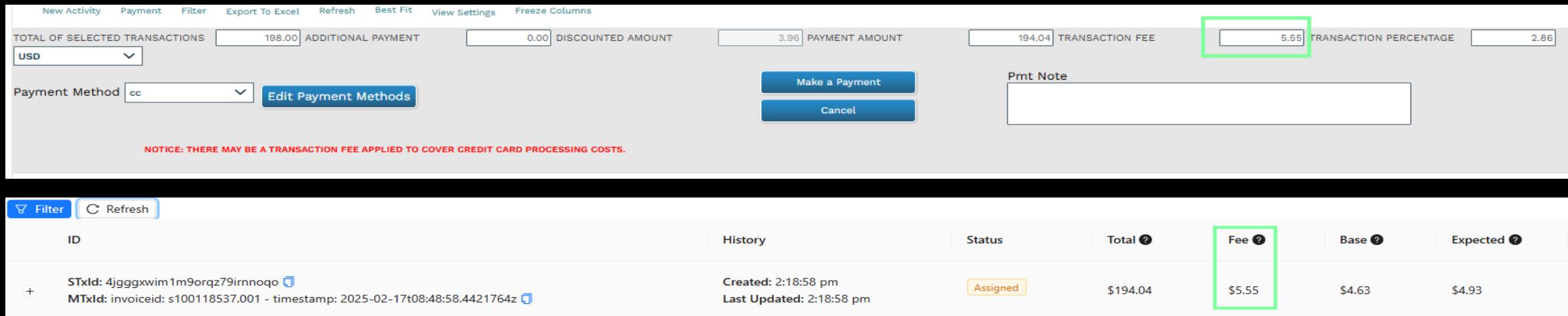
- Payment method drop down will reflect credit card last four digits if Nickname is not added while creating the payment method.

Communication Template Enhancement

- Communication Template Can not be made Inactive if it is used in Credit Class

Use Case 1 Payment Method changed from CC to ACH

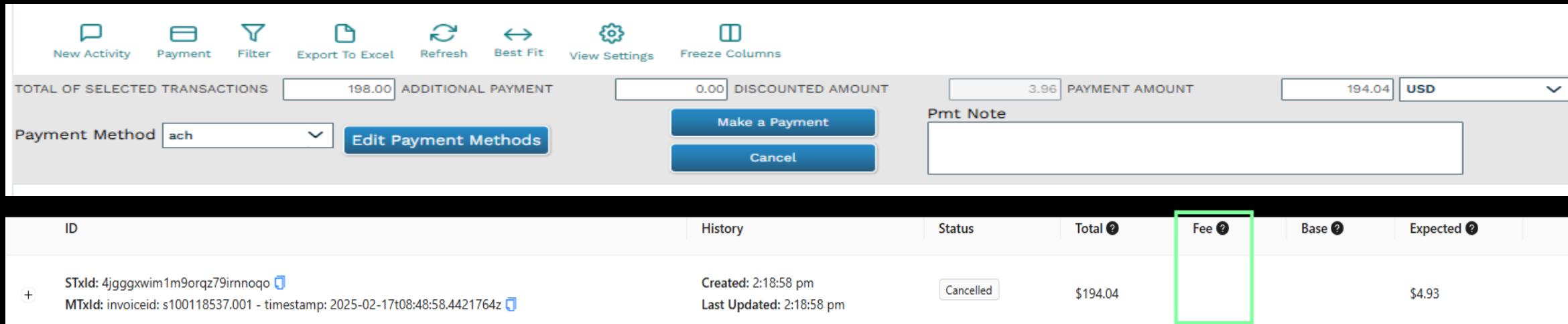
When CC payment method is selected



The screenshot shows a payment processing interface with the following details:

- Header:** New Activity, Payment, Filter, Export To Excel, Refresh, Best Fit, View Settings, Freeze Columns.
- Top Row:** TOTAL OF SELECTED TRANSACTIONS: 198.00, ADDITIONAL PAYMENT: 0.00, DISCOUNTED AMOUNT: 3.96, PAYMENT AMOUNT: 194.04, TRANSACTION FEE: 5.55 (highlighted with a green box), TRANSACTION PERCENTAGE: 2.86.
- Payment Method:** cc (selected), Edit Payment Methods.
- Buttons:** Make a Payment, Cancel.
- Pmt Note:** (empty text area).
- Notice:** NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.
- Table:** A list of transactions with columns: ID, History, Status, Total, Fee, Base, Expected.
- Row 1:** STxId: 4jgggxwim1m9orqz79irnnoqo, MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:48:58.4421764z. Created: 2:18:58 pm, Last Updated: 2:18:58 pm. Status: Assigned. Total: \$194.04, Fee: \$5.55 (highlighted with a green box).

When EFT(ACH) payment method is selected



The screenshot shows a payment processing interface with the following details:

- Header:** New Activity, Payment, Filter, Export To Excel, Refresh, Best Fit, View Settings, Freeze Columns.
- Top Row:** TOTAL OF SELECTED TRANSACTIONS: 198.00, ADDITIONAL PAYMENT: 0.00, DISCOUNTED AMOUNT: 3.96, PAYMENT AMOUNT: 194.04, TRANSACTION FEE: 5.55 (highlighted with a green box), TRANSACTION PERCENTAGE: 2.86.
- Payment Method:** ach (selected), Edit Payment Methods.
- Buttons:** Make a Payment, Cancel.
- Pmt Note:** (empty text area).
- Table:** A list of transactions with columns: ID, History, Status, Total, Fee, Base, Expected.
- Row 1:** STxId: 4jgggxwim1m9orqz79irnnoqo, MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:48:58.4421764z. Created: 2:18:58 pm, Last Updated: 2:18:58 pm. Status: Cancelled. Total: \$194.04, Fee: (empty box highlighted with a green box).

Use Case 2: When Invoice is de-selected

TOTAL OF SELECTED TRANSACTIONS 198.00 ADDITIONAL PAYMENT 0.00 DISCOUNTED AMOUNT 3.96 PAYMENT AMOUNT 194.04 TRANSACTION FEE 5.55 TRANSACTION PERCENTAGE 2.86
 USD ▼
 Payment Method cc ▼ Edit Payment Methods

Make a Payment Cancel Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

<input type="checkbox"/>	Invoice	TranType	Display	Invoice Date	Due Date	PaySched	Payment Amount	Amount	Balance	CurrID	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidate
<input type="checkbox"/>	S100118528.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-22.50	-13.59	USD	-13	0 Activities	1 Applications		<input type="checkbox"/>	-8.910	
<input type="checkbox"/>	S100118529.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-22.50	-22.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118530.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-90.00	-90.00	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118531.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-112.50	-112.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	-337.500	
<input type="checkbox"/>	S100118532.002	CM		1/15/2025	3/17/2025	<input type="checkbox"/>		-67.50	-67.50	USD	-28	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	C000094404.001	CR		1/16/2025		<input type="checkbox"/>		-41.00	-41.00	USD	0	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118535.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>		153.00	-27.00	USD	-30	0 Activities	4 Applications		<input type="checkbox"/>	0.000	
<input checked="" type="checkbox"/>	S100118537.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>	198.00	198.00	198.00	USD	-30	0 Activities	0 Applications		<input type="checkbox"/>	602.120	

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
STxId: 4mpa3ow63p20sxnyqcb16yz28	Created: 2:29:09 pm Last Updated: 2:29:09 pm	Assigned	\$194.04	\$5.55	\$4.63	\$4.93
MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:59:09.4772510z						

Filter Refresh

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
STxId: 4mpa3ow63p20sxnyqcb16yz28 + MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:59:09.4772510z	Created: 2:29:09 pm Last Updated: 2:29:09 pm	Cancelled	\$194.04			\$4.93

Surcharge Percentage Displayed For A Transaction

Surcharge % will be displayed along with the amount of transaction fee for a transaction

Functional Flow

- Navigate to portal.
- Select an invoice.
- Click on Pay
- Select the payment method as CC
- Check the payment amount to be paid.

Make a payment

Pay from

Fortispay_cc_987339

Manage payment methods >

Invoices selected for payment (1)

	Invoice Date	Invoice Number	Amount Due	PAYMENT AMOUNT	Due date	Status
<input checked="" type="checkbox"/>	Jan 16, 2025	AR IN-087007	\$ 100.00	\$ <input type="text" value="100.00"/>	Jan 16, 2026	Open

Total Invoice Amount: \$100.00

Total Transaction Fee: \$2.86 (2.86%)

Total Payment Amount: \$102.86

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

Pay

Surcharge is calculated based on the latest payment amounts entered

TOTAL OF SELECTED TRANSACTIONS 243.00 ADDITIONAL PAYMENT 0.00 DISCOUNTED AMOUNT 4.86 PAYMENT AMOUNT 238.14 TRANSACTION FEE 6.80 TRANSACTION PERCENTAGE 2.86

USD

Payment Method cc [Edit Payment Methods](#)

[Make a Payment](#) [Cancel](#)

Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

	Invoice	TranType	Display	Invoice Date	Due Date	PaySched	Payment Amount	Amount	Balance	Currid	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidated Inv
<input type="checkbox"/>						Clear											
<input type="checkbox"/>	S100118528.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-22.50	-13.59	USD	-13	0 Activities	1 Applications		<input type="checkbox"/>	-8.910	
<input type="checkbox"/>	S100118529.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-22.50	-22.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118530.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-90.00	-90.00	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118531.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>		-112.50	-112.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	-450.000	
<input type="checkbox"/>	S100118532.002	CM		1/15/2025	3/17/2025	<input type="checkbox"/>		-67.50	-67.50	USD	-28	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	C000094404.001	CR			1/16/2025			-41.00	-41.00	USD	0	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118535.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>		153.00	-27.00	USD	-30	0 Activities	4 Applications		<input type="checkbox"/>	0.000	
<input checked="" type="checkbox"/>	S100118537.001	IN		1/17/2025	3/19/2025	<input checked="" type="checkbox"/>	198.00	198.00	198.00	USD	-30	0 Activities	0 Applications		<input type="checkbox"/>	796.160	
<input checked="" type="checkbox"/>	S100118542.001	IN		1/21/2025	3/23/2025	<input type="checkbox"/>	45.00	45.00	45.00	USD	-34	0 Activities	0 Applications		<input type="checkbox"/>	0.000	

ID	History	Status	Total	Fee	Base	Expected	
+ STxId: 5m8o39x23evdugi30nlpr2q68 MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t10:49:04.4353642z	Created: 4:18:59 pm Last Updated: 4:19:04 pm	Assigned	\$194.04	\$5.55	\$4.63	\$4.93	
+ STxId: 4z5prlir4bjjsnd8d5buddkw0 MTxId: invoiceid: s100118542.001 - timestamp: 2025-02-17t10:49:04.3287106z	Created: 4:19:04 pm Last Updated: 4:19:04 pm	Assigned	\$44.10	\$1.25	\$1.04	\$1.28	

After amount is changed

TOTAL OF SELECTED TRANSACTIONS ADDITIONAL PAYMENT DISCOUNTED AMOUNT PAYMENT AMOUNT TRANSACTION FEE TRANSACTION PERCENTAGE

USD

Payment Method

Prmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

<input type="checkbox"/>	Invoice	TranType	Display	Invoice Date <input type="button" value="▲"/>	Due Date	PaySched	Payment Amount	Amount	Balance	Currid	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidated
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="Clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	S100118528.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-22.50	-13.59	USD	-13	0 Activities	1 Applications	<input type="checkbox"/>	-8.910		
<input type="checkbox"/>	S100118529.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-22.50	-22.50	USD	-13	0 Activities	0 Applications	<input type="checkbox"/>	0.000		
<input type="checkbox"/>	S100118530.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-90.00	-90.00	USD	-13	0 Activities	0 Applications	<input type="checkbox"/>	0.000		
<input type="checkbox"/>	S100118531.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-112.50	-112.50	USD	-13	0 Activities	0 Applications	<input type="checkbox"/>	-450.000		
<input type="checkbox"/>	S100118532.002	CM		1/15/2025	3/17/2025	<input type="checkbox"/>	<input type="text"/>	-67.50	-67.50	USD	-28	0 Activities	0 Applications	<input type="checkbox"/>	0.000		
<input type="checkbox"/>	C000094404.001	CR		1/16/2025		<input type="checkbox"/>	<input type="text"/>	-41.00	-41.00	USD	0	0 Activities	0 Applications	<input type="checkbox"/>	0.000		
<input type="checkbox"/>	S100118535.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>	<input type="text"/>	153.00	-27.00	USD	-30	0 Activities	4 Applications	<input type="checkbox"/>	0.000		
<input checked="" type="checkbox"/>	S100118537.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>	<input type="text" value="50.00"/>	198.00	198.00	USD	-30	0 Activities	0 Applications	<input type="checkbox"/>	796.160		
<input checked="" type="checkbox"/>	S100118542.001	IN		1/21/2025	3/23/2025	<input type="checkbox"/>	<input type="text" value="20.00"/>	45.00	45.00	USD	-34	0 Activities	0 Applications	<input type="checkbox"/>	0.000		

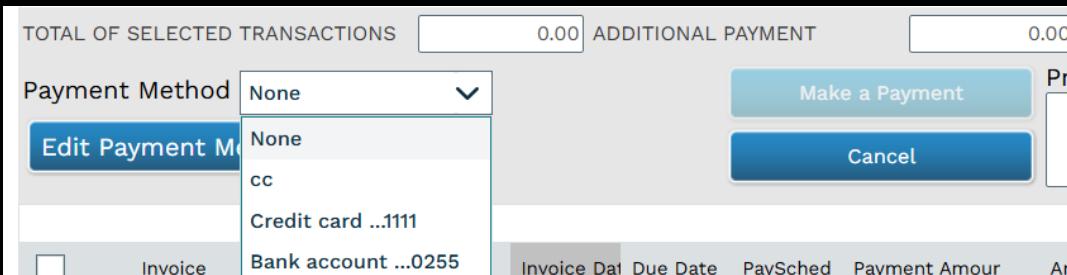
ID	History	Status	Total <input type="text" value="?"/>	Fee <input type="text" value="?"/>	Base <input type="text" value="?"/>	Expected <input type="text" value="?"/>	
STxId: 5m8o39x23evdugi30nlpr2q68	Created: 4:18:59 pm Last Updated: 4:23:59 pm	<input type="button" value="Assigned"/>	\$50.00	\$1.42	\$1.18	\$1.42	<input checked="" type="checkbox"/>
MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t10:53:59.7729581z							
STxId: 4z5prlir4bjjsnd8d5buddkw0	Created: 4:19:04 pm Last Updated: 4:23:59 pm	<input type="button" value="Assigned"/>	\$20.00	\$0.55	\$0.47	\$0.69	<input checked="" type="checkbox"/>
MTxId: invoiceid: s100118542.001 - timestamp: 2025-02-17t10:53:59.6607591z							

Payment method drop down will reflect Credit Card last four digits if Nickname is not added

If the user leaves the Nickname field blank while creating new payment method, the payment method name will be displayed as it appears in the Self Service portal.
For example – Credit Card ...1111/Bank Account ...2555.

Functional Flow

- Navigate to account details page.
- Add a new payment method without a “Nickname”.
- Save the payment method.
- Validate the payment method name in payment method dropdown and in the payment method info popup.



TOTAL OF SELECTED TRANSACTIONS 0.00 ADDITIONAL PAYMENT 0.00

Payment Method None

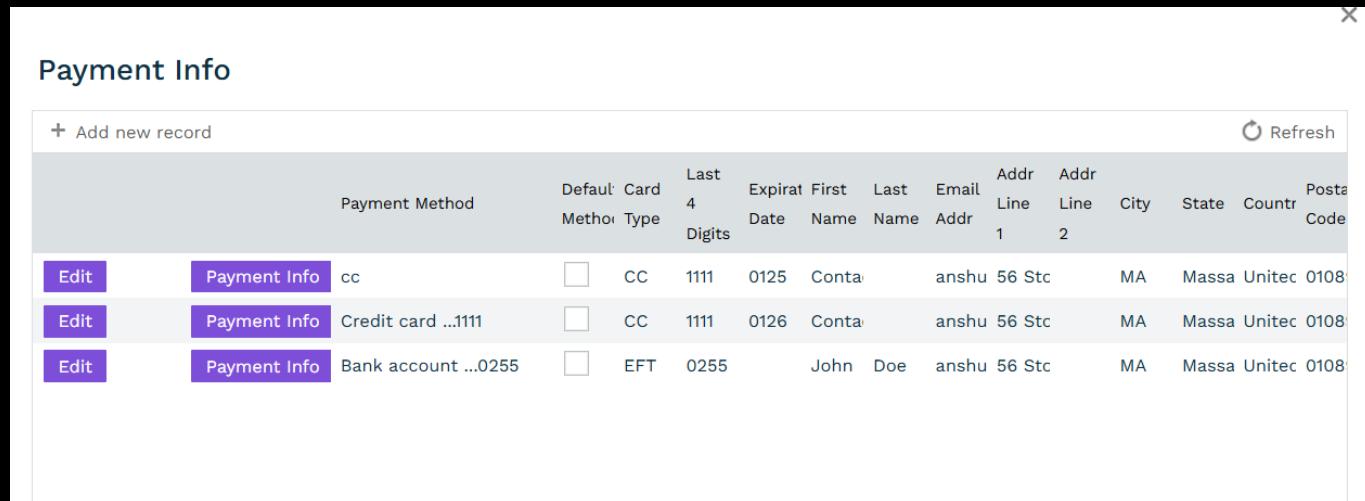
Edit Payment Method

- None
- cc
- Credit card ...1111
- Bank account ...0255

Make a Payment

Cancel

Invoice



Payment Info

+ Add new record

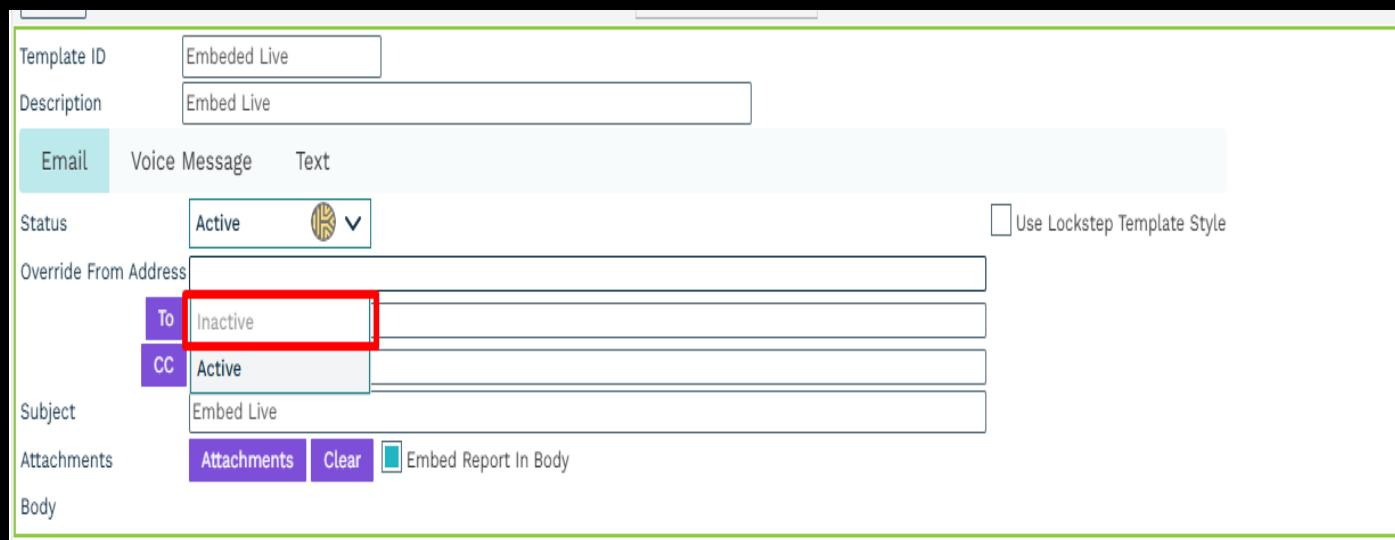
	Payment Method	Default Method Type	Last 4 Digits	Expiration Date	First Name	Last Name	Email Addr	Addr Line 1	Addr Line 2	City	State	Country	Postcode
Edit	Payment Info cc	CC	1111	0125	Conta	anshu	56 Stc	MA	Massa United	0108			
Edit	Payment Info Credit card ...1111	CC	1111	0126	Conta	anshu	56 Stc	MA	Massa United	0108			
Edit	Payment Info Bank account ...0255	EFT	0255		John	Doe	anshu	56 Stc	MA	Massa United	0108		

Communication Template Can not be made Inactive if it is used in Credit Class

After the fix, when a communication template is in use within a credit class, the option to mark it as inactive will be disabled. However, if the template is not being used anywhere, the option to set it as inactive will be enabled, allowing the user to deactivate it.

Functional Flow

- Navigate to Admin > Master Files > Communication Template
- Edit on Template



Legacy to React Migration

Done

- Home
- Dashboard
- Messages Section
- Accounts Section
- Inquiries By User Section
- Admin Master Files Section (Activity Templates, Activity Types, Communication Template, Reason code, Report, Reporting Groups, Sales Rep, Message Settings)

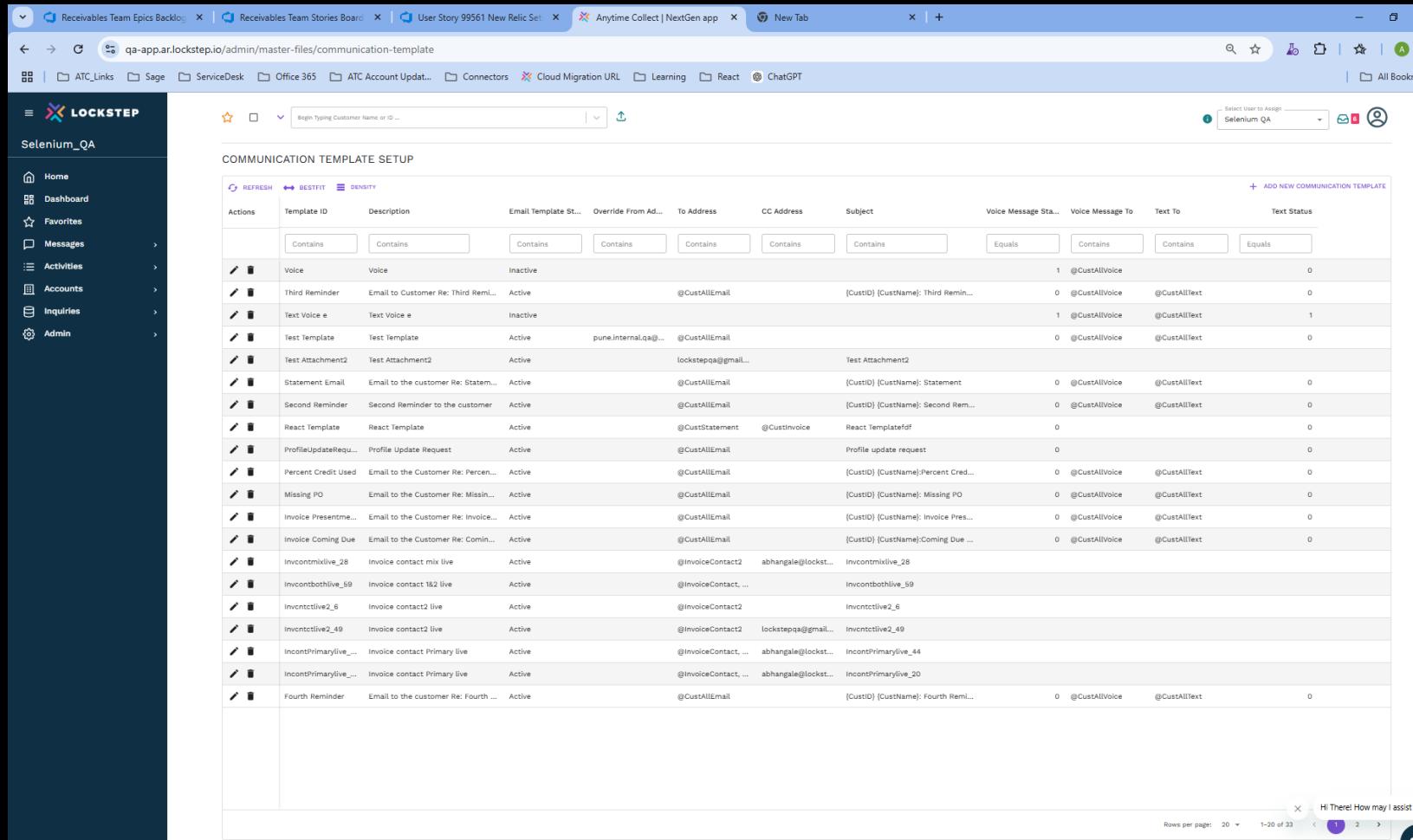
Coming up in next few releases

- Admin Master Files Section (Company, Credit class, Customer, Users)
- Settings & Utilities

REACT : Communication Page

Functional Flow:

- Navigate to Admin > Master Files > Communication Template

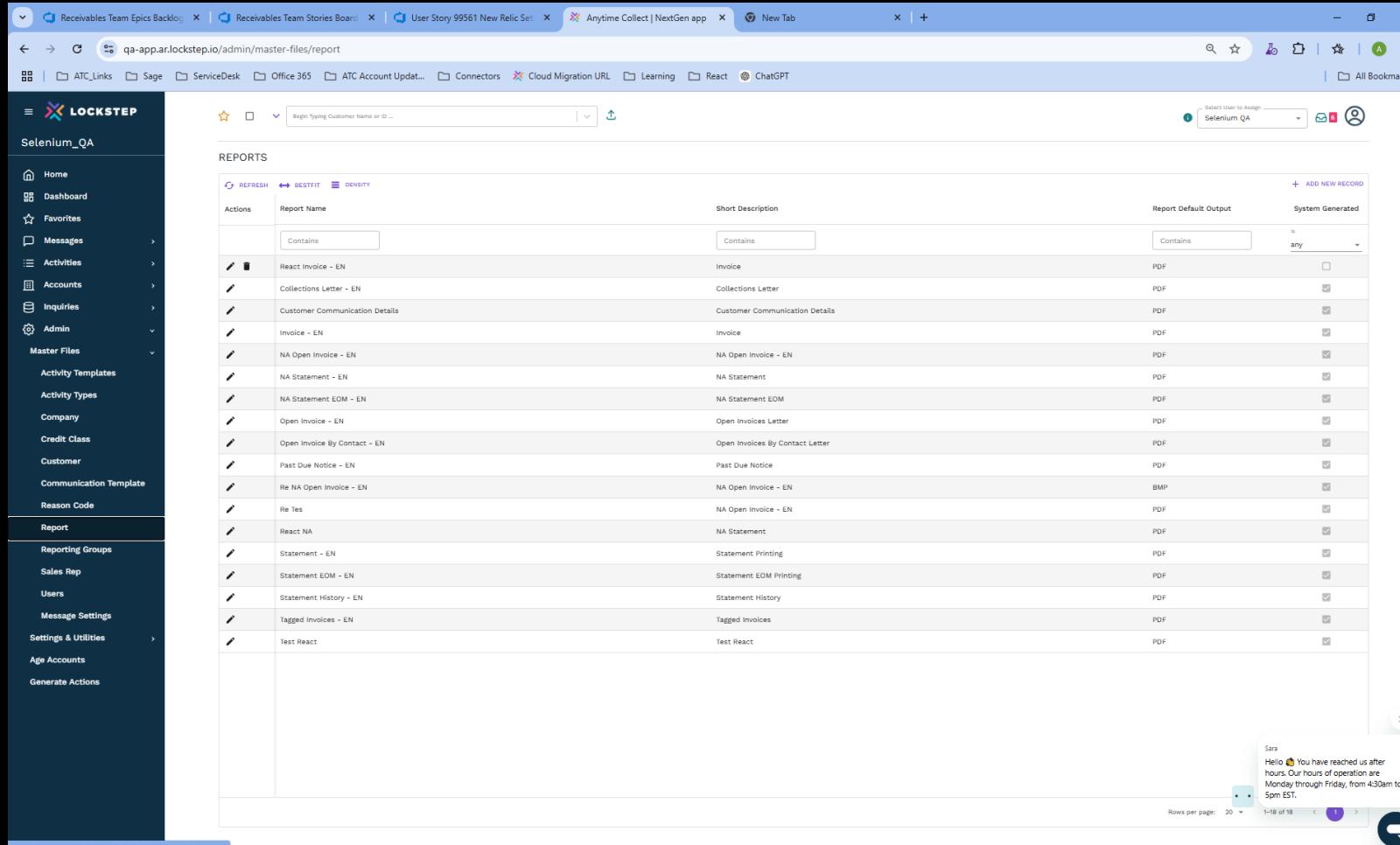


The screenshot shows the 'COMMUNICATION TEMPLATE SETUP' page in the Lockstep application. The left sidebar includes links for Home, Dashboard, Favorites, Messages, Activities, Accounts, Inquiries, and Admin. The Admin link is currently selected. The main content area displays a table of communication templates. The table has columns for Actions, Template ID, Description, Email Template St..., Override From Ad..., To Address, CC Address, Subject, Voice Message Sta..., Voice Message To, Text To, and Text Status. A search bar at the top left allows filtering by customer name or ID. A 'Searched User to Assign' dropdown is set to 'Selenium QA'. A 'New Communication Template' button is located in the top right of the table area. The table lists 33 templates, including 'Voice', 'Third Reminder', 'Text Voice e', 'Test Template', 'Test Attachment2', 'Statement Email', 'Second Reminder', 'React Template', 'ProfileUpdateRequest', 'Percent Credit Used', 'Missing PO', 'Invoice Presentme...', 'Invoice Coming Due', 'Invcontmixlive_28', 'Invcontbohlive_59', 'Invcontctive2_6', 'Invcontctive2_49', 'IncontPrimarylive_...', and 'IncontPrimarylive_...'. Most templates are active, with a few like 'Text Voice e' and 'Test Template' marked as inactive. The 'Text Status' column shows values like 0, 1, and 2.

REACT : Reports

Functional Flow:

- Navigate to Admin > Master Files > Reports



The screenshot shows the Lockstep software interface with the following details:

- Header:** The URL is qa-app.ar.lockstep.io/admin/master-files/report. The browser tabs include "Receivables Team Epics Backlog", "Receivables Team Stories Board", "User Story 99561 New Relic Set", "Anytime Collect | NextGen app", and "New Tab".
- Left Sidebar:** The sidebar is titled "LOCKSTEP" and "Selenium_QA". It contains the following navigation items:
 - Home
 - Dashboard
 - Favorites
 - Messages
 - Activities
 - Accounts
 - Inquiries
 - Admin
 - Master Files
 - Activity Templates
 - Activity Types
 - Company
 - Credit Class
 - Customer
 - Communication Template
 - Reason Code
 - Report
 - Reporting Groups
 - Sales Rep
 - Users
 - Message Settings
 - Settings & Utilities
 - Age Accounts
 - Generate Actions
- Main Content:** The main area is titled "REPORTS". It displays a list of reports with the following columns:

Actions	Report Name	Short Description	Report Default Output	System Generated
	Contains	Contains	Contains	any
✓	React Invoice - EN	Invoice	PDF	<input type="checkbox"/>
✓	Collections Letter - EN	Collections Letter	PDF	<input checked="" type="checkbox"/>
✓	Customer Communication Details	Customer Communication Details	PDF	<input checked="" type="checkbox"/>
✓	Invoice - EN	Invoice	PDF	<input checked="" type="checkbox"/>
✓	NA Open Invoice - EN	NA Open Invoice - EN	PDF	<input checked="" type="checkbox"/>
✓	NA Statement - EN	NA Statement	PDF	<input checked="" type="checkbox"/>
✓	NA Statement EOM - EN	NA Statement EOM	PDF	<input checked="" type="checkbox"/>
✓	Open Invoice - EN	Open Invoice Letter	PDF	<input checked="" type="checkbox"/>
✓	Open Invoice By Contact - EN	Open Invoices By Contact Letter	PDF	<input checked="" type="checkbox"/>
✓	Past Due Notice - EN	Past Due Notice	PDF	<input checked="" type="checkbox"/>
✓	Re NA Open Invoice - EN	NA Open Invoice - EN	BMP	<input checked="" type="checkbox"/>
✓	Re Yes	NA Open Invoice - EN	PDF	<input checked="" type="checkbox"/>
✓	React NA	NA Statement	PDF	<input checked="" type="checkbox"/>
✓	Statement - EN	Statement Printing	PDF	<input checked="" type="checkbox"/>
✓	Statement EOM - EN	Statement EOM Printing	PDF	<input checked="" type="checkbox"/>
✓	Statement History - EN	Statement History	PDF	<input checked="" type="checkbox"/>
✓	Tagged Invoices - EN	Tagged Invoices	PDF	<input checked="" type="checkbox"/>
✓	Test React	Test React	PDF	<input checked="" type="checkbox"/>
- Bottom Right:** A floating message bubble from "Sara" says: "Hello, you have reached us after hours. Our hours of operation are Monday through Friday, from 4:30am to 5pm EST." Below the table are buttons for "Rows per page" (20), "1-18 of 18", and a "Chat" icon.

REACT : Sales Representative

Currently “Add Customers to this User” is disabled and will be included in future release. All other functionality will remain as is.

Functional Flow:

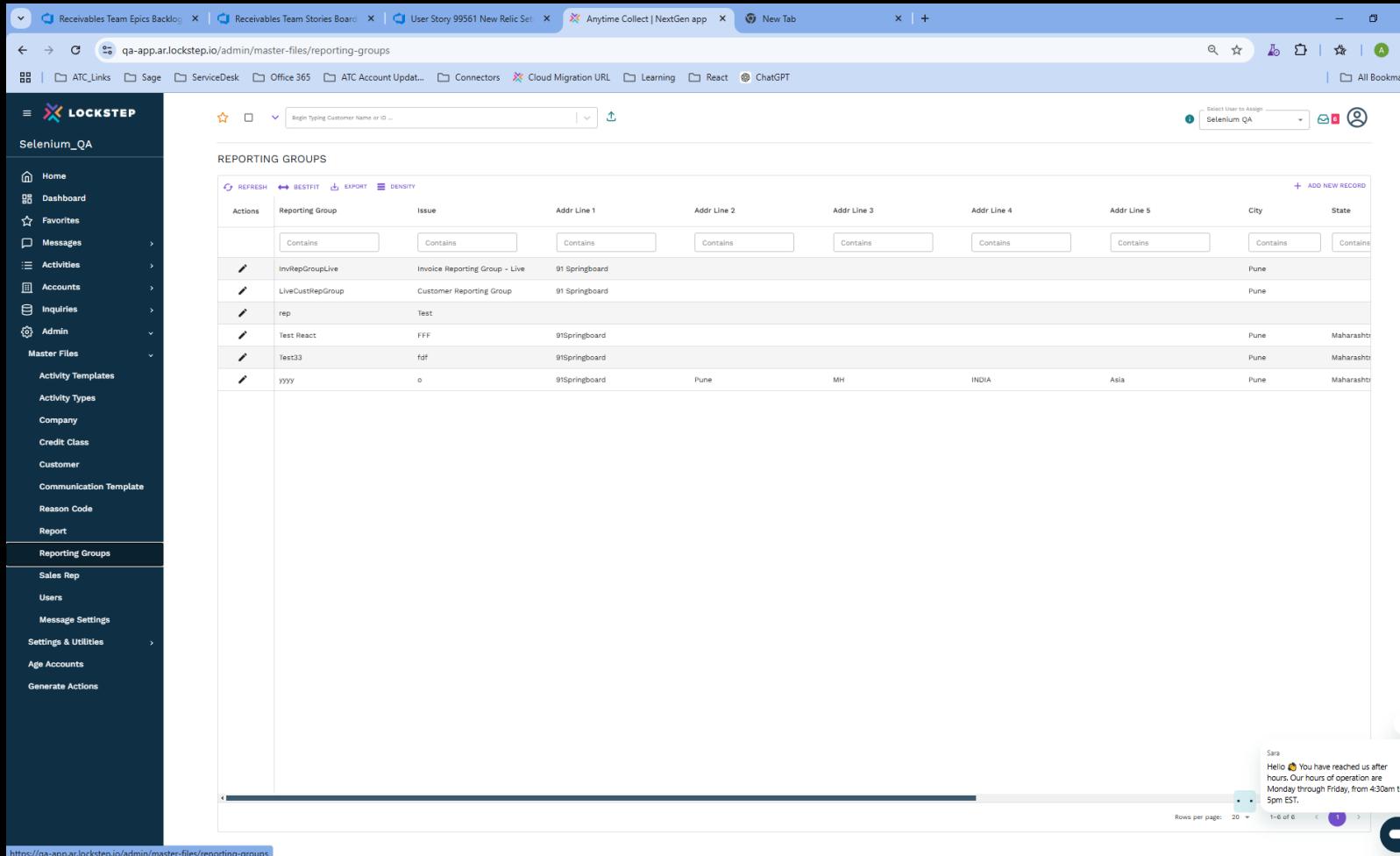
- Navigate to Admin > Master Files > Sales Rep

Actions	Company ID	Sper ID	Sper Name	Insert Date	Update Date
Add Customers To This User	1	1000	Dave King	7/05/2024	7/05/2024
Add Customers To This User	1	1001	Tracy Beattie	7/05/2024	7/05/2024
Add Customers To This User	1	1002	Robin Hood	7/05/2024	7/05/2024
Add Customers To This User	1	1003	Rick Weber - Equipment Specialist	7/05/2024	7/05/2024
Add Customers To This User	1	1004	Steve Carlton	7/05/2024	7/05/2024
Add Customers To This User	1	1005	House Account CASH	7/05/2024	7/05/2024
Add Customers To This User	1	1036	Craig Camron	7/05/2024	7/05/2024
Add Customers To This User	1	1053	Ed Goo	7/05/2024	7/05/2024
Add Customers To This User	1	1054	Matt DeSoto	7/05/2024	7/05/2024
Add Customers To This User	1	1055	Todd Dino	7/05/2024	7/05/2024

REACT : Reporting Groups

Functional Flow:

- Navigate to Admin > Master Files > Reporting Groups



Reporting Groups

Actions	Reporting Group	Issue	Addr Line 1	Addr Line 2	Addr Line 3	Addr Line 4	Addr Line 5	City	State
Contains	Contains	Contains	Contains	Contains	Contains	Contains	Contains	Pune	
InvRepGroupLive	Invoice Reporting Group - Live	91 Springboard						Pune	
LiveCustRepGroup	Customer Reporting Group	91 Springboard						Pune	
rep	Test								
Test React	FFF	91Springboard						Pune	Maharashtra
Test33	fdf	91Springboard						Pune	Maharashtra
yyyy	o	91Springboard	Pune	MH	INDIA	Asia	Pune	Maharashtra	

Rows per page: 20

1-6 of 6

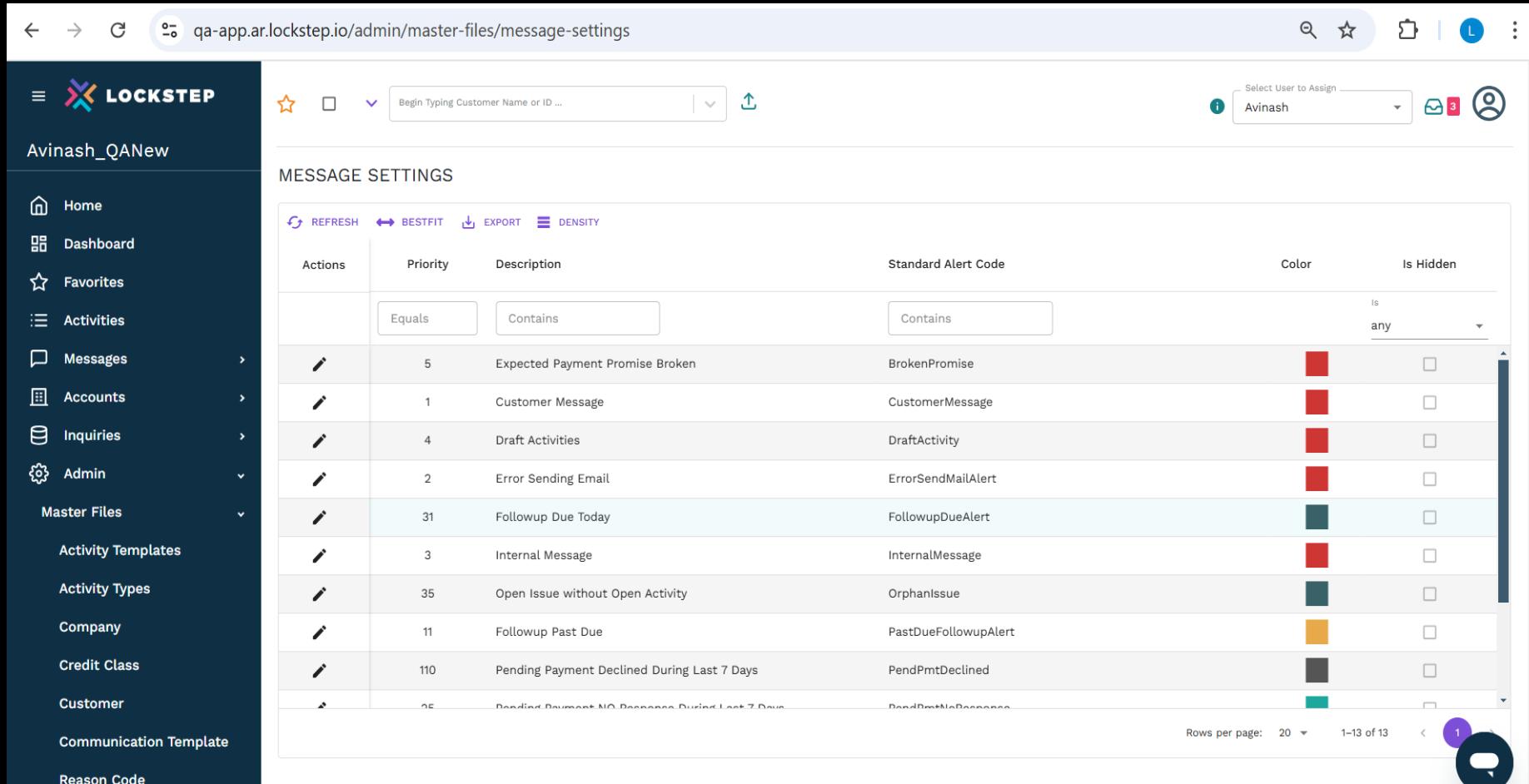
Sara
Hello! You have reached us after hours. Our hours of operation are Monday through Friday, from 4:30am to 5pm EST.

https://qa-app.ar.lockstep.io/admin/master-files/reporting-groups

REACT: Message Settings

Functional Flow:

- Navigate to Admin > Master Files > Message Settings



The screenshot shows the Lockstep Admin interface with the following details:

- Header:** The URL is qa-app.ar.lockstep.io/admin/master-files/message-settings. The top right includes a search icon, a star icon, a copy icon, a refresh icon, and a user profile icon.
- Left Sidebar:** The sidebar is titled "Avinash_QANew" and contains the following navigation items:
 - Home
 - Dashboard
 - Favorites
 - Activities
 - Messages
 - Accounts
 - Inquiries
 - Admin
 - Master Files
 - Activity Templates
 - Activity Types
 - Company
 - Credit Class
 - Customer
 - Communication Template
 - Reason Code
- Page Title:** MESSAGE SETTINGS
- Table:** A grid of message settings with the following columns:
 - Actions (pencil icon)
 - Priority (number)
 - Description (text)
 - Standard Alert Code (text)
 - Color (color swatch)
 - Is Hidden (checkbox)
- Search and Filter:** A search bar at the top with placeholder "Begin Typing Customer Name or ID ...". Below it are filter buttons for "EQUALS" and "CONTAINS".
- Page Controls:** At the bottom right, there are buttons for "Rows per page: 20", "1-13 of 13", and a purple circular button with the number "1".

REACT : Activity Page

Functional Flow:

- Navigate to Admin > Master Files > Activity Template

ACTIVITY TEMPLATE

Actions	Activity Template	Priority	Issue Description	Communication Note	Report Name	Templates	Reason Code	Attach Inv...	Attach Ext...	Limit Attachments...	Cust Cont...	Tag/Track ...	Tag/Track ...	Color
	Contains	Contains	Contains	Contains	Contains	Contains	Contains	Is any	Is any	Contains	Is any	Is any	Is any	
<input type="checkbox"/> <input type="checkbox"/>	Welcome Email	50	Welcome Email to the Customer	Email to the Customer Re: Welco...	Welcome Email			<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Invoice Presentme...	5	Invoice Presentment Email to the ...	Email to the Customer Re: Invoice...	Invoice Presentme...			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Invoice Coming Due	50	Invoice Coming Due Email to the ...	Email to the Customer Re: Comin...	Invoice Coming Due			<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	First Reminder	40	First Reminder Email to the Custo...	Email to the Customer Re: First R...	First Reminder			<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Second Reminder	20	Second Reminder Email to the Cu...	Email to the Customer Re: Secon...	Second Reminder			<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Third Reminder	30	Third Reminder Email to the Cust...	Email to the Customer Re: Third R...	Third Reminder			<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Fourth Reminder	10	Fourth Reminder Email to the Cus...	Email to the Customer Re: Fourth ...	Fourth Reminder			<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Statement Email	50	Statement Email to the Customer	Email to the Customer Re: State...	Statement - EN	Statement Email		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Cont Reach Out	5	Continuous Reach Out Phone Call...	Phone Call to the Customer Re: P...				<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Missing PO	50	Missing PO Email to the Customer	Email to the Customer Re: Missin...	Missing PO	Missing PO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Credit Hold Email	50	Credit Hold Email to the Customer	Email to the Customer Re: Credit ...		Test CC		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Percent Credit Used	50	Percent Credit Used Email to the ...	Email to the Customer Re: Percen...		Percent Credit Used		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	SupervisorEscalati...	1	Escalation of invoice to the super...	Escalation to Supervisor Re: Past ...				<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Invoice cntct mgmt...	33	Invoice cntct mgmt	Invoice cntct mgmt		Test Contact mgm...		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	Test Template	11	Test Comm	Test Comm		DevOps 49605 Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	AutoTest_80755_1	1	Email only			AutoTestLive_48 H...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	AutoTest_80755_2	2	Report Only		Statement - EN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	AutoTest_80755_3	3	Email & Report		Statement - EN	AutoTestLive_48 H...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	AutoTest_80755_4	4	Invoice Rep Group		Invoice - EN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	AutoTest_80755_5	5	Customer Report Group		Statement - EN		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Thank You